



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Kennewick ECEAP Parent Handbook

2024-2025



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Guiding Principles

We believe home language is and will always be an asset for students to develop. All families are diverse and have a right to be respected in their unique cultural, racial, ethnic, economic, and religious positions.

We support further development of skills which enable families to work toward goals

We are committed to helping children learn in a healthy and creative environment

We will treat everyone with respect and dignity

We value and promote staff and family mental and physical wellness

Kennewick ECEAP proudly participates in



Kennewick ECEAP Administration

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(509) 222-5027

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Enrollment Policy

Kennewick ECEAP actively recruits eligible families throughout the year with an emphasis in spring and summer. Accommodation will be made for children with developmental delays or disabilities and/or individual plans. All ECEAP classrooms will begin no later than September 30th of each year. All program slots must be filled within 30 calendar days from the first day of services or when a vacancy occurs during the program year.

Child Abuse and Neglect Policy

Kennewick ECEAP staff are mandated reporters. Kennewick ECEAP reports all evidence of possible abuse or neglect to appropriate individuals according to the Kennewick School District Policy and procedure Child Abuse and Neglect (3421, R-3421, F-1 3421) the same day, including a written report with important and relevant facts observed or reported.

ALL ECEAP STAFF ARE MANDATED REPORTERS

The health, safety and well-being of all children is our primary concern. We are guided by three (3) factors in dealing with child abuse and neglect:

- **State Law:** RCW.26.44.030 requires all employees of state agencies to report all cases of suspected abuse or neglect. All Kennewick ECEAP staff are mandated reporters and failure to report could be considered a criminal act.
- **ECEAP Interagency Agreement:** The Department of Children, Youth, and Families (DCYF) requires all ECEAP contractors to report abuse in compliance with state laws.
- **Kennewick School District (KSD):** KSD policies mandate district staff report in compliance with State Laws.

All ECEAP volunteers MUST complete training on Child Abuse and Neglect, including reporting procedures, as well as a KSD background check BEFORE volunteering in the classroom and/or assisting on field trips.

Program Model Options

- Part Day Model: 2 Classrooms, 3-hour session, Monday through Thursday
 - AM Session – 8:20 to 11:20
 - PM Session – 12:35 to 3:35
- Full School Day Model: 6 Classrooms, 7.25-hour session, Monday through Thursday
 - Full School Day Session – 8:20 to 3:35
- Dual Language Full School Day Model: 2 Classrooms, 7.25-hour session, Monday through Thursday
 - Dual Language-Full School Day Session – 8:20 to 3:35
 - English instruction is 50%, Spanish instruction is 50% per day

Program Information

- Staff is not available to supervise children before preschool starts, during their lunch hour, or after school ends
- Parents participate in four (4) Parent Teacher Conferences throughout the school year in their home language with translation services provided as needed
- Parents participate in a minimum of three (3) Family Support Visits
- The children participate in individualized and age-appropriate learning experiences that support all children's social-emotional, physical, and intellectual development
- Learning is hands-on and takes place while children play
- Lesson plans are posted in the classroom and feedback and ideas from parents are welcomed and encouraged

FREE-OF-CHARGE

ECEAP services are free of charge to all enrolled families. No parent will be requested or required to contribute money, food, or supplies with a monetary value.

STUDENT WEAPONS VIOLATIONS

The Kennewick School Board of Directors has a zero-tolerance policy towards students who are in any way involved with a weapon on school property or at a school activity. **This includes pocketknives, guns, toy knives and toy guns.** Refer to Kennewick School District Policy # 3314.

ITEMS FROM HOME

Keep all of your child's toys, expensive jewelry, money and/or "treasures" at home. Kennewick ECEAP will not be responsible for any lost, broken, or damaged items.

NO PETS ALLOWED

Kennewick School District does not allow dogs or other pets on school grounds.

Education Services

CLASSROOM

All children enrolled in ECEAP, regardless of program model (inclusion, dual-language, and general education) will have the chance to build friendships with other children and adults in a developmentally appropriate PreK environment. They learn through active play, exploring the world around them and through teacher-directed as well as child-directed activities. They develop emotional control, readiness to learn, and independence. Most important, children learn to feel good about themselves and school.

ECEAP has designed a play and learning environment that:

- Supports children's developmental levels
- Accommodates the special needs of enrolled children
- Allows choice, exploration and experimentation
- Promotes action and interaction
- Avoids crowding, under-stimulation or over-stimulation
- Includes soft elements for comfort and warmth, such as fabric padding and natural materials
- Provides space for children to work individually, in small groups, and in a large group
- Includes pathways so children can move between areas without disrupting each other's work and play
- Predominately displays the children's recent work
- Classrooms are culturally and linguistically diverse and provides opportunities for children to grow and develop their language abilities

CLASSROOM ACTIVITIES

The daily routine in an ECEAP classroom includes:

- Indoor and outdoor playtime
- Part Day Meals
 - breakfast and snack in the morning session; lunch and snack in the afternoon session;
- Full School Day Meals
 - Breakfast, lunch, and snack
- Hand washing
- Tooth brushing
- Health, Nutrition and Safety activities
- Cooking activities
- Art
- Language and Literacy
- Math & Science
- Music & Movement
- Gross & Fine motor
- Blocks

- Dramatic Play
- Social & Emotional Development
- Rest time (Full Day ONLY)

DRESSING FOR PRESCHOOL

Children should wear comfortable play clothes and closed-toe shoes for:

- Running and playing outside
- Using the bathroom easily
- Using paint and glue “messy projects”
- Sitting on the floor
- Playing with sand and water
- Preparing food/cooking activities

Dress your child for the weather; children go outside to play unless the weather is extreme. On cold or rainy days, children should wear a coat, hat, boots, and mittens.

***Send an extra set of clothes with your child
Please mark all clothing items with your child's name!***

Ongoing Assessment Policy

Kennewick ECEAP will ensure that all children will receive a formal assessment or informal observation and documentation at least three (3) times per year using Teaching Strategies Gold (TSG). Ongoing informal observations and documentation are used to complete assessments that occur in November, February, and May of the program year. After each assessment, results are shared with families in their home language at Parent/Teacher Conferences, which occur three (3) times per year.

All Lead Teachers will complete the inter-rater reliability certification from Teaching Strategies Gold (TSG) within six (6) months of higher and update certification every three (3) years thereafter.

Developmental Screening Policy

Within 45 calendar days of first day of service, Kennewick ECEAP will conduct a developmental screening on each child using the Ages and Stages Questionnaire (ASQ). Children will be rescreened annually, as needed. Screenings will be completed in the child's home language and results will be shared with families in their home language.

Developmental screening tool results are shared with parents during Parent Teachers Conference #2 or sooner if a referral is necessary.

Individualization Policy

Kennewick ECEAP will ensure that during Parent/Teacher Conferences, staff will share formal assessment results and informal observations and documentation with families. Staff will partner with the family to develop and set individual goals for their child based on their strengths and needs.

Inclusive Environment Policy

ECEAP provides a well-implemented, developmentally appropriate, comprehensive program to all children, including those with special needs under the guidelines of the Americans with Disabilities Act (ADA).

Diversity and Classroom Celebration Policy

Kennewick ECEAP will be responsible for creating a welcoming environment that respects diversity, supports children's ties to their families and their community and provides preservation of children's home languages and cultural identities.

Classrooms will recognize and incorporate the diversity of its families and the community in which they live so all enrolled children and families can participate in activities and events. **In order to be respectful of everyone's beliefs and financial/social-economic status, we save religious activities and commercial holidays as well as organized birthday celebrations for families to celebrate on their own.**

Child Guidance Policy

Kennewick ECEAP strives to build positive and safe interactions between teachers and students, using positive strategies to help children manage their behavior and teach children to grow. Our goal is to enhance the social and emotional development of children. ECEAP staff will be trained annually to support positive social and emotional development, reducing challenging behaviors, and trauma informed care.

ECEAP will accomplish this policy by:

- Maintaining positive relationships with children
- Adapting the environment, routine and activities to the needs of children
- Establishing consistent and reasonable expectations
- Supervising children's activities
- Foreshadowing events and expectations by letting children know what will happen next

- Modeling and teaching social skills such as taking turns, cooperation, waiting, treating others kindly and conflict resolution
- Modeling and teaching emotional skills such as recognizing feelings, expressing them appropriately, accepting the feelings of others, and controlling impulse to act out feelings such as hitting, throwing toys, or other aggressive behavior
- Involving children in defining simple, clear classroom limits
- Coaching appropriate behavior
- Offering choices
- Redirecting to an activity that matches the child's energy level
- Teacher-supported cool-down time as a last resort
- If necessary, develop a written behavior plan with input from parents, staff, Early Learning Coach, Site Coordinator, mental health consultant, and other appropriate specialists

This policy prohibits **any person on the premises** from using:

- Corporal punishment, which includes any means of inflicting physical pain or causing bodily harm to the child (use of physical force to discipline a child)
- Verbal abuse such as yelling, shouting, name-calling, shaming, making derogatory remarks, or using language that threatens, humiliates, or frightens a child
- Holding, grabbing, or moving a child in an aggressive manner to cause them to comply
- Physical restraint methods are not allowed
- Using or withholding food or liquids as punishment or reward

Disruptive Students Policy

It is the intent of the Kennewick ECEAP to provide safe, productive, and positive learning environments for students. This includes eliminating disruptive behavior so that all students can learn. Disruptive student behavior is defined as: a student whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be condoned in the classroom or in other areas of the campus. **If behavior is physical towards peers or adults, parents will be called to pick up their child. Child may return the next day.**

To ensure the rights of children to a safe, productive, and positive learning environment, the following procedures have been established.

Procedure:

1. Reporting Disruptive Student Behavior: The teacher or school personnel will report to the Site Coordinator or ECEAP Director of incidents of disruptive behavior in the classroom or in other areas of the campus. The teacher will complete the Child Focus Response Report for each incident. The parent/guardian will be contacted by the teacher and the content of the written report will be shared with the parent/guardian. A copy of the report will be sent to the parent and Early Learning Coach.
2. Follow the Kennewick ECEAP Child Focus Response Guidance.

Preventing Suspension and Expulsion Policy

ECEAP children may not be expelled from ECEAP for behavioral reasons; Kennewick's child guidance policy articulates the types of support the child, family, and classroom staff will be given to assist the child in moving towards success. Staff consult with a mental health consultant, coach or other professional for behavioral or developmental concerns. Transitions to an alternative setting, planned jointly by staff and parents, are not considered expulsion. Temporary services at home may be a part of a child's behavioral support plan.

Transition Plan Policy

Kennewick ECEAP will support every child and family with the tools they need to experience a smooth transition entering ECEAP, between ECEAP classrooms, from ECEAP to other early learning centers, and from ECEAP to kindergarten. Transition planning will take into account each child and family's individual needs and support parents in their role as their child's primary teacher. ECEAP staff will be trained to support healthy transitions and expectations regarding communication between home, programs, and public school.

Nutrition and Physical Activity Policy

Kennewick ECEAP will be responsible for designing a play and learning environment, which promotes physical activity and removes potential barriers to physical activity participation. Staff will increase opportunities for children to be physically active and support children's play and learning by promoting children's active play and participating in children's active games when appropriate.

Attendance Policy

Kennewick ECEAP believes regular classroom attendance is essential to each child's learning experience. Our goal is to partner with families to ensure consistent daily attendance is maintained.

ATTENDANCE

Regular attendance is very important in order to be successful in school. However, it is recognized that children may be absent from class due to varying circumstances. Whenever your child is absent, you **MUST** call the ECEAP Secretary at (509) 222-5027. For an extended absence of 1-3 weeks, please complete the Long-Term Absence form. State law requires we must be notified of the reason for an absence.

DROPPING OFF CHILDREN

ALL persons **MUST** bring the child **INTO** the classroom and sign him/her in on the ECEAP Child Sign in and out form before leaving the child.

LATE ARRIVAL (Child arrives more than 20 minutes late to school)

Children arriving late to school must be signed in at the Administration Office by the parent with the reason for late arrival and the child will be escorted to their classroom by Admin Staff to avoid classroom interruption.

PICKING UP CHILDREN

ALL persons picking up children at least 14 years of age and **MUST** be on the **AUTHORIZATION LIST** and show picture **I.D.** and sign him/her out on the ECEAP Child Sign in and Out form before the child will be released.

In order to protect your child from unauthorized adults taking them from school, we MUST have a copy of restraining orders issued in the state of Washington and they must be signed by a judge. Contact your lawyer for assistance. If you have questions regarding this, please call 509-222-5027.

SCHOOL CLOSURE

School closures and delays due to severe weather, power outages, and other emergency situations are always a possibility, and you may find the latest information by checking these sources:

- Kennewick School District Website - www.ksd.org
- E-Blast and Parent Square message from ECEAP
- Facebook and Twitter - Follow updates on [Facebook](#) or [Twitter](#)
- Media - Watch and listen to local television and radio stations

If school has a delay, there will be no AM preschool classes; PM classes will follow their normal schedule. Full School Day classes will follow the school district delay schedule. Families will need to provide transportation to school on delay days. Please call the ECEAP office if you have any questions. (509-222-5027).

Family Services

FAMILY SUPPORT VISITS

Families meet with ECEAP Family Support Staff for home visits. The Family Support assists the family by linking them to agencies, services, and community activities.

Family Support visits:

- Are family-focused and conducted in the home language
- Build on the strengths and needs of children, parents and families
- Acknowledge parents as their **child's first and most important** teacher

- Build relationships based on respect of family beliefs, culture and language
- Utilize the Department of Children, Youth, and Families Mobility Mentoring Approach

ECEAP staff will work in partnership with you to:

- Assess where you are on the Bridge to Child and Family Self-Reliance and where you want to be
- Prioritize the areas that are most important to you and your family
- Develop individualized, specific goals that will help you move toward self-reliance
- Connect to resources that will support your journey
- Celebrate your successes

Parent Involvement

Parents play an essential role in their child's education. ECEAP parents have many opportunities to be involved and share their input into program development. Examples include:

- Menu Planning
- Service Delivery Plan
- Volunteer in Classrooms
- Participate on Health Advisory Committee and Parent Policy Council
- Attend Family Events
- Provide Parent Ideas for Curriculum
- Participate in Annual ECEAP Self-Assessment and Community Needs Assessment

HOW TO GET STARTED

1. **MUST** complete a Volunteer Application online from Kennewick School District/ECEAP and pass a background check.
2. Attend the mandated Volunteer Training
3. Review ECEAP Volunteer Roles and Responsibilities Handbook and sign upon completion.
4. When you volunteer, please sign-in on Daily Volunteer form in each classroom. (PLEASE use the name you used on the Volunteer Application)

Persons who volunteer on a **weekly or more frequent basis** with ECEAP children **MUST**:
Obtain a TB test and Portable Background Check

PLEASE UNDERSTAND

- Due to ECEAP's Confidentiality Policy, staff are not free to share any personal information about children or adults within the program.
- As volunteers, we ask you to refrain from sharing personal information about children or adults during class time while children are present.
- Taking pictures in the classroom and field trips and uploading to social media is **PROHIBITED**.

- Student Privacy is the right to limit disclosure of “personally identifiable information”. **“Personally identifiable information” is defined as a student’s name, address, social security number, etc. This includes health or personal information.** Breach of confidentiality is inappropriate, unethical, and may subject the violator to corrective action by the district and civil penalties in court.

ALL classrooms are cell phone FREE ZONES. Please silence your cell phones upon entering the classroom.

Bussing Services

ECEAP and Kennewick School District Transportation work together to provide bussing services for young children. Safety for children is our highest priority.

1. **Children with pick up and drop off location that is within a 1-mile walking distance radius of ECEAP portables are considered within the Amistad walking zone and do not qualify for transportation services.**
2. ECEAP/ Keewayden and Transportation **MUST** have current emergency information on file, including phone numbers and names of adults allowed to receive the child from the bus.
3. Any changes submitted by the child’s family must go through the ECEAP office. The office will notify Transportation of the change. Changes must be submitted by Thursday morning to take affect the following week.
4. Children are to be ready and waiting outside at their scheduled time and stop.
5. Parents are to wait **at least 10 minutes before and after** the assigned bussing time to allow for unexpected traffic conditions.
6. Parent/Guardian/Caregiver must be with the child at both pick up and drop off points. An adult must meet the child at the door of the bus, cannot wait inside the car, house, gate, or yard. Children will not be let off the bus without an adult 14 years or older, that is on the list of approved people to receive the child.
7. Children **WILL NOT** be allowed off the bus if an adult is not present. If there is no one waiting to meet the child at the bus stop, the child will be taken to the ECEAP office at the end of the route and should be picked up at ECEAP Office.
8. Parents need to call Transportation @ 509-222-5075 if student will not be riding the bus, a minimum of 30 mins before stop time.
9. Parents will be notified when there is a change in scheduled stop time. Stop times change frequently throughout the year.
10. Make sure your child goes to the bathroom before getting on the bus.
11. If the child needs to go back inside to use the bathroom, leave their backpack in an easy to see location (hanging from outside door handle or on porch steps) so the driver knows to wait an extra minute.

12. No food or drinks on the bus per WAC standards.

13. Children are expected to obey the bus rules:

- **STAY IN THEIR SEATS**
- **USE LOW VOICES**
- **HAVE HANDS TO THEMSELVES**
- **ALWAYS LISTEN TO THE BUS DRIVER OR BUS ATTENDAN**

Children who are returned to ECEAP Office and not picked up by parents or by an emergency contact within 1 hour will be turned over to the proper authorities (Kennewick Police Department/Child Protection Service).

Health and Nutrition Services

Kennewick ECEAP will follow the performance standards set forth by the Washington State Department of Children, Youth, and Families (DCYF). Kennewick ECEAP is committed to keeping children healthy and safe at school.

SCREENINGS

A current well-child exam is required within the first 90 calendar days of service. Benton-Franklin Health District (BFHD) assists in screening for vision, hearing, and dental during scheduled preschool hours. All screenings results are shared with parents.

Diapering, Toileting, and Toilet Learning Policy

Children are allowed to attend ECEAP whether they are toilet trained or not. ECEAP collaborates with parents to allow and enable children to use toileting facilities when it is developmentally appropriate and when efforts to encourage toilet training are supported by parents.

Handling Medical, Dental, and Poisoning Emergency Policy

When a student is injured and in need of emergency treatment, it is the responsibility of staff to see that immediate care and attention is given. Parents will be contacted so that they can arrange for care and/or treatment of the injured child.

It is important that you supply the ECEAP office and classroom with updated emergency numbers you can be reached at AND alternate numbers in the event you can not be reached.

Any child with a minor injury will receive first aid treatment by a trained staff member. Parents will be notified of the injury as well as any first aid treatment provided.

Immunization Policy

In order to protect children and staff in our care and to meet state health requirements, only children who are fully immunized for their age may attend the program. Children may attend ECEAP on a catch-up immunization schedule as determined by DCYF.

Infectious Disease Prevention Policy

It is the responsibility of ECEAP to maintain safe and healthy environments within its program. Infectious diseases deemed dangerous to the public by the state Board of Health shall be reported to the local Public Health District and DCYF ECEAP.

Exclusion of Sick Child Policy

Kennewick ECEAP is committed to protecting the health and safety of children and staff. Children who are sick with illness need to be kept at home.

IS MY CHILD TOO SICK FOR SCHOOL?

Deciding when your child is considered contagious depends on the illness. Below are some guidelines to follow:

Chicken Pox: Child must stay home until all lesions are crusted over

Colds: If symptoms are mild, he/she may need to be excluded from school. If your child generally feels miserable, has a persistent cough, or nasal drainage is yellow or green, keep home and take to a licensed medical provider if symptoms persist.

Conjunctivitis (Pink Eye): If eye is draining yellow discharge, is totally red and crusted over, keep home and take to licensed medical provider. Slight redness of the white area or tearing when eye remains white may be due to allergies or an irritation and student is ok to be at school.

Draining wounds: If wound secretions are draining through bandage, keep home. A wound that is hot, red and painful is showing signs of an infection and should be seen by a licensed medical provider.

Draining ears: Keep home and take to a licensed medical provider if persists. Child may return when drainage has stopped.

Fever: Temperature over 100°F should stay at home until temperature is normal for 24 hours without the aid of fever-reducing medications (ex. Tylenol, Advil).

Head Lice: If a student has head lice, the parent will be notified and will need to show evidence that the child has been treated for the child to return.

Rash: A student with a rash accompanied by a fever or that is spreading should be taken to a licensed medical provider. The student may return to school when the rash is gone or a note from the licensed medical provider clears the student to return.

Ringworm: The child may attend school 24 hours after treatment has started along with a note clearing the student to return to school. Lesions should be covered with clothing or bandages while the student is at school.

Stomach “Flu”: Child needs to stay home if vomiting or having diarrhea. The child may return to school 24 hours after symptoms have cleared.

Strep Throat: If diagnosed by the licensed medial provider, child must be on antibiotics for 24 hours before returning to school.

Medication Policy

Kennewick ECEAP is authorized to administer medications for life threatening illnesses under the direction of a Registered Nurse (RN). The ECEAP RN will delegate administration of medication to trained ECEAP staff members.

All ECEAP staff receive training on the proper procedures of medication administration, storage, record keeping and disposal of medication as per ECEAP, DCYF, and KSD procedures, under the direction of the ECEAP Registered Nurse.

Meals and Snacks

Kennewick ECEAP will provide and offer USDA compliant meals and snacks according to the length of class sessions. Meals and snacks are prepared by the Kennewick School District kitchen staff and meet the requirements for the school lunch program.

Children attending school for 3 hours (part day session) will receive 1 meal and 1 snack. Children attending school for 7.25 hours (full school day) will receive 2 meals and 1 snack. Meals will be served/offered using the Family Style Meal Service. All staff will be qualified to handle food.

Tooth brushing is considered part of the meal service and shall be completed after one meal per day. The ECEAP Registered Dietitian (RD) approves all breakfast, lunch, and snack menus. Children on Individual Nutrition Plans (INP) may have approved substitutions based on the ECEAP RD and Health Provider Correspondence and appropriate documentation.

FOOD ALLERGIES

We serve children breakfast, lunch, and/or snack according to the classroom session. **Please do not have children bring food from home to the classroom.** If a child has food allergies or intolerances, the Health and Nutrition Coordinator (HNC) must be notified. An Individual Nutrition Plan (INP) will be written, if needed.

Kennewick School District does not serve any pork products on the school menu

Head Lice Procedure

Kennewick ECEAP adheres to the American Association of Pediatrics statement in concurrence with the current health department regulations. Head lice (Pediculosis) is a condition of nuisance and causes no medical harm. It requires head-to-head transmission; head lice that are weak enough to fall onto jackets, sweaters, etc. are not strong enough to re-attach to another child's head. When staff observe lice on a child's head, parents will be notified by phone and student may remain in school to the end of the day. Parents will be provided with information on guidelines for removing and controlling lice/nits. The child may not return to class until evidence of **adequate** treatment has been completed.

Disaster Plan Policy

ECEAP has written health and safety policies and procedures for disaster plan for emergencies such as fire, earthquake, flood, tsunami, volcanic eruption, or lockdown as applicable, including practice drills. Each KSD school has an individualized plan that ECEAP will follow based on location.

Pesticide Management Policy

Maintaining a safe and healthy learning environment for our students and staff is very important to the Kennewick ECEAP. As part of our commitment to this goal, the ECEAP follows the Kennewick School District Integrated Pest Management (IPM) program to keep the district free of pests such as noxious weeds, harmful insects, rodents, and vermin. IPM emphasizes prevention and common-sense strategies rather than responding to a pest nuisance with pesticides. Through IPM the District focuses on non-chemical means of pest control. At times, the use of a pesticide may be required to control a pest.

Pet Policy

Kennewick ECEAP follows the National Association for the Education of Young Children (NAEYC) best practice guidelines, which includes the following pets to be considered allowed in the preschool classrooms: fish, butterflies, praying mantises, ladybugs and walking sticks. The Health and Nutrition Coordinator (HNC) AND Site Coordinator (SC) must approve any other insect or animal prior to being allowed in the classroom.

Confidentiality Policy

The information parents/guardians share with ECEAP is confidential. Parents/guardians in our program share sensitive and private information with us and it is our responsibility as professionals to ensure that this information remains confidential. We do not release any medical, dental, nutrition, mental health, family, or educational information without parent/guardian written consent, except for Child Protective Services. The law does not require ECEAP to have a “release of information” when there is a situation of suspected child abuse and/or neglect.

If child information needs to be shared, we must have the parent/guardian’s written consent. To do this, parents must complete the Authorization to Release Confidential Information (for medical or health, dental, educational records, special services, and mental health information) or the Consent for Release of Information (for photographs, kindergarten transition, or referrals to outside agencies).

Family/Community Concerns and Complaint Policy

Constructive criticism can be helpful to Kennewick ECEA. At the same time, ECEAP has confidence in its employees and its program and will act to protect them from unwarranted criticism or disruptive interference.

Complaints received will be referred to the ECEAP Director for investigation and if necessary to the superintendent of Kennewick School District for investigation. Confidentiality will be respected and maintained by all parties involved.

This policy will be reviewed annually by the Parent Policy Council.

ECEAP staff are trained annually during Pre-Service on the Non-discrimination policy.

Non-Discrimination Policy

ECEAP will not deny service to or discriminate against any person who meets the eligibility criteria for ECEAP based on sex, gender identity, race, ethnicity, color, religion, age, national origin, citizenship, ancestry, physical or mental disability, health, family configuration, sexual orientation gender expression, culture, veteran status, stage of child development including toilet learning, or public assistance recipient status.

Kennewick ECEAP adheres to the following Kennewick School District Policies:

- ✓ Students #3210 and R 3210– Nondiscrimination - Students
- ✓ Personnel 5150 Unlawful Discrimination and Harassment Prohibited, R 5150 Discrimination Complaint Procedure, and Form F-1 5150 Discrimination and Harassment Complaint Form
- ✓ Personnel 5011 Affirmative Action

Filing a Complaint Procedure for Family/Community Concerns and Non-Discrimination

Most complaints can be resolved by informal direct discussions between the citizen and the ECEAP staff member.

The following procedure applies to the processing of a complaint that cannot be resolved in the manner described above.

1. The ECEAP Site Coordinator will attempt to resolve the issue through a discussion with the citizens and the staff members within 10 working days.
2. If the problem is not satisfactorily resolved, the citizen may file a formal complaint which describes the problem and a suggested solution utilizing the Kennewick ECEAP Complaint Form. The citizen may request an ECEAP Complaint Form from the ECEAP Admin Office. Once the form is completed, the form will be returned to the ECEAP Admin Office. The ECEAP Director will send a copy of the formal complaint to the ECEAP Site Coordinator and staff members within 5 working days.
3. The ECEAP Director and Site Coordinator will review the Complaint Form and set up a meeting with the citizens to resolve the complaint within 10 working days. If the complaint is resolved, a written letter will be sent to the citizen within 5 working days of resolution.
4. If unable to resolve the complaint, the Director of Learning and Supports will be contacted within 5 working days. Once contacted, within 10 working days, the Director of Learning and Supports will facilitate an Interest-Based Problem-Solving Process with the citizen and ECEAP Director. If the complaint is resolved, the Director of Learning and Supports will send a written letter to the citizen within 5 working days of resolution.
5. If unable to resolve the complaint, the citizen can file a formal complaint with Kennewick School District (KSD) per the Complaints Concerning School and Personnel or the Program Policy (Policy # 4312 and R4312).

6. If unable to resolve the complaint following KSD Policy #4312, the ECEAP Director will contact the DCYF CQI Specialist for technical support. Families/Community members can contact the state ECEAP office via the ECEAP inbox at dcyf.eceap@dcyf.wa.gov

Civil Rights Coordinator:

Doug Christensen – HR Director

doug.christensen@ksd.org

509-222-5010

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office: Kennewick School District 1000 W. 4th Ave Kennewick, WA 99336 or view at: www.ksd.org

KSD COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period.

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. To see the entire Complaint process log into: **WWW.KSD.ORG** and go to Title IX page